

**Superior Court of the State of Washington  
for the County of King**

Mary I. Yu, Judge  
King County Courthouse, 516 Third Avenue  
Seattle, Washington 98104

**Pre- Trial Conference Checklist**

**Date:** \_\_\_\_\_

**Case Name** \_\_\_\_\_ **Cause No.** \_\_\_\_\_

**Type of Case** \_\_\_\_\_

\_\_\_\_\_ **In Custody** \_\_\_\_\_ **Interpreter** **Length of Trial** \_\_\_\_\_

**DPA:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Defense Counsel** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**A. Preliminary Hearings**

\_\_\_\_\_ 3.5  
\_\_\_\_\_ 3.6  
\_\_\_\_\_ Other

**B. Pre-Trial Motions  
State**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Defense**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Jury Instructions**

\_\_\_\_\_ State  
\_\_\_\_\_ Defense

**D. Witness List**

\_\_\_\_\_ State  
\_\_\_\_\_ Defense

E. Exhibits (mark in advance – unless a good reason exists for not doing so)  
\_\_\_ State  
\_\_\_ Defense  
\_\_\_ Stipulations

F. Foreseeable Evidentiary Issues/Problems  
\_\_\_\_\_ State  
  
\_\_\_\_\_ Defense  
  
\_\_\_\_\_ Stipulations

G. Jury Selection – Struck Method

- Length of time for rounds \_\_\_\_\_
- Alternate selected by Def. \_\_\_\_\_
  - i. Not disclosed until end of case
  - ii. Selection by chair number
- General Questions for Court Use
- Questionnaire \_\_\_\_\_
- Challenges
  - i. Public \_\_\_\_\_
  - ii. Private – use of form \_\_\_\_\_

H. Opening - Time  
State \_\_\_\_\_  
Defense \_\_\_\_\_

I. Closing  
State \_\_\_\_\_  
Defense \_\_\_\_\_

J. Note Taking

K. Reading of Charges – Summary of the Case

L. Other